

 Yukon Workers' Compensation Health and Safety Board	Part:	Return to Work & Rehabilitation		
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DUTY TO CO-OPERATE, PART 2 OF 4:
ROLES AND RESPONSIBILITIES

When referencing any of the return to work policies, it is important to recognize the responsibilities of the employer and worker within the context of the complete return to work process. Therefore, the whole return to work model must be considered in its entirety and not only the specific guidelines under an individual policy.

GENERAL INFORMATION

The Yukon Workers' Compensation Health and Safety Board (YWCHSB) provides return to work services and programs to an injured worker; the goal of which is to safely return the worker to employment or employability that is comparable to the pre-injury level of earnings as soon as possible. For the return to work process to be successful, there must be ongoing co-operation, commitment and communication between the employer, worker, the YWCHSB, and health care providers. It is through this partnership that the common, primary goal of a successful early and safe return to work for an injured worker can be achieved.

PURPOSE

This policy outlines the roles and responsibilities of the workers, employers, health care providers and the YWCHSB as members of the case management team (for a full description of the team, see YWCHSB policy, "Return to Work – Overview"), in supporting the early and safe return to work of injured workers during recovery following a work-related injury.

PREVENTION

Preventing workplace injuries is the responsibility of everyone in the workplace. When injuries do occur, however, it is important for workers and employers to try to minimize the impacts by focusing on efforts to return the injured worker to their workplace, performing safe and productive work as soon as it is medically possible.

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Prevention of further injuries and recurrences is also an integral part of the return to work process.

POLICY STATEMENT

Early assistance in helping workers return to work as soon as it is physically possible is important. The *Workers' Compensation Act* S.Y. 2008 (the "Act") and the YWCHSB encourage health care providers, injured workers, employers and the entire case management team to work co-operatively and to explore all reasonable, creative and flexible solutions to design Early and Safe Return to Work (ESRTW) plans that will facilitate the worker staying at work, when possible, and facilitate the worker's early and safe return to work.

ROLES AND RESPONSIBILITIES

1. Role of the Health Care Provider

In addition to diagnosing and treating the injured worker, health care providers are responsible to:

- a) provide the employer and worker and the YWCHSB with functional abilities information (subsection 42(1) of the *Act*);
- b) provide the worker and the YWCHSB with relevant medical information;
- c) identifying the most appropriate method of treatment for the injury;
- d) ensure the worker receives timely treatment; and
- e) ensure return to work is discussed and encouraged throughout recovery.

2. Role of the YWCHSB

The YWCHSB role is to assist both the worker and the employer in developing a plan for the early and safe return to work of an injured worker. YWCHSB staff are responsible to use their expertise in presenting information and options with likely outcomes, timelines, and practical expectations, to help the injured worker and employer make choices in developing a return to work plan. They are responsible for monitoring the effectiveness of the plan and determining when the plan is completed.

In order to facilitate the shared responsibilities of the workplace parties in the early and safe return to work process, the YWCHSB will:

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- a) establish the case management team;
- b) manage the medical recovery of the injured worker. In doing so, the YWCHSB will:
 - i) determine the expected duration of injury recovery;
 - ii) monitor health care reports and communicate appropriate information to the case management team;
 - iii) expedite health care appointments;
 - iv) confer with a YWCHSB medical consultant if recovery or milestones to recovery are longer than expected duration;
 - v) determine when the worker has reached maximum medical improvement; and
 - vi) provide other appropriate services, as needed, to facilitate the worker's recovery;
- c) communicate to the employer and worker their statutory obligations to co-operate and the early and safe return work process;
- d) ensure ESRTW plans are progressing along the hierarchy of return to work priorities, are consistent with the worker's functional abilities and, where appropriate, are rehabilitative in nature;
- e) monitor activities, progress, and co-operation of the employer and worker; determine compliance with the obligation to co-operate. Penalties for non co-operation will be determined in accordance with the provisions outlined in subsections 40(4), (5), and (6) of the *Act* and in the YWCHSB policy, "Duty to Co-operate, Part 4 of 4: Penalties for Non Co-operation";
- f) resolve disputes; and
- g) communicate regularly and effectively with the employer, worker, health care providers and, where appropriate, other members of the case management team.

3. Role of the Worker

Injured worker involvement in the development of their own return to work plan is essential. It provides a sense of ownership of the program and commitment to return to work in a timely and reasonable manner. Return to work services providing early assistance to workers allows the injured worker to maintain a positive connection to the workplace and can alleviate many of the concerns, fears and frustrations experienced by the worker following an injury. It is incumbent upon the worker to take responsibility for their own recovery and return to work. In recognizing the worker's key role in the return to work process, the *Act* sets out minimum requirements for workers regarding co-operation in rehabilitation and the safe return to work process. Workers are expected to co-operate fully in return to work measures. Subsection 40 (2) of the *Act* requires that a worker:

- a) contact the injury employer as soon as possible after the injury occurs and ensure effective communication throughout the period of recovery or impairment;
- b) participate actively and communicate fully in the return to work process and fulfill the commitments of the return to work plan;
- c) assist the employer, as may be required or requested, to identify suitable and available employment (this includes, but is not limited to, bringing functional abilities information from the health care provider to the employer as soon as possible after the health care visit(s));
- d) accept suitable employment when identified; and
- e) give the YWCHSB any information requested concerning the return to work including information about any disputes or disagreements which arise during and after the safe return to work process.

Workers are entitled to receive appropriate benefits while co-operating in their active recovery and the progressive early and safe return to work process.

4. Role of the Employer

Co-operation and commitment by the employer in the return to work process is essential. Early involvement by the employer is crucial as well as ongoing communication and consultation in order to develop and support the return to work plan for the worker. Commitment by the employer will ensure success and reduce costs due to injuries for all stakeholders. In recognition of the important role of the employer, the *Act* sets out minimum requirements for employers of injured workers

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regarding co-operation in the early and safe return to work process. Subsection 40(1) requires the employer to:

- a) contact the worker as soon as possible after the injury occurs and maintain communication throughout the period of the worker's recovery or impairment;
- b) provide support, participate and provide information on return to work opportunities;
- c) provide suitable and available employment in accordance with the duty to co-operate; and
- d) contact the YWCHSB with any information requested concerning the worker's work, including informing the YWCHSB about any disputes or disagreements which are not resolved and which are negatively impacting the early and safe return to work process.

5. Responsibility for Payments during ESRTW Plans

Numerous options are available for the development of an ESRTW plan for an injured worker. ESRTW plans promote an injured worker's return to fitness for employment and ultimately employment. Whether the YWCHSB pays compensation benefits, the employer pays employment earnings, or a cost-sharing arrangement is negotiated is determined based on the hierarchy of return to work options.

APPLICATION

This policy applies to the Board of Directors, President/CEO and staff of the YWCHSB and to the Workers' Compensation Appeal Tribunal. It applies to all employers and workers covered by the *Act*, regardless of date of injury.

EXCEPTIONAL CIRCUMSTANCES

In situations where the individual circumstances of a case are such that the provisions of this policy cannot be applied or to do so would result in an unfair or an unintended result, the YWCHSB will decide the case based on its individual merits and justice in accordance with YWCHSB policy, "Merits and Justice of the Case". Such a decision will be considered for that specific case only and will not be precedent setting.

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APPEALS

Decisions made by the YWCHSB under this policy can be appealed directly in writing to the hearing officer of the YWCHSB in accordance with subsection 53(1) of the *Act*. Notice of the appeal must be filed within 24 months of the date of the decision by the YWCHSB, in accordance with section 52 of the *Act*.

ACT REFERENCES

Sections 40, 42, 52 and 53

POLICY REFERENCES

RE-01, "Return to Work – Overview"

RE-02-4, "Duty to Co-operate Part 4 of 4 - Penalties for Non-co-operation"

EN-02, "Merits and Justice of the Case"

HISTORY

New